

# **Michigan Department of Transportation**

## **Guidelines for Service Vendor Provisional Status Process Updated – January 13, 2006**

After a vendor has met the minimum qualifications to be qualified in a classification, and in order to become fully prequalified, satisfactory completion of a pilot project will be required for some classifications. These guidelines apply only when a pilot project is required for a classification. A vendor's prequalification status is considered on an individual classification basis.

Specific requirements for each prequalification classification are provided in the table, "Pilot Project Guidelines per Prequalification Classification", at the end of this document.

### Waiving the Pilot Project Requirement

Even if a classification normally requires a pilot project, this requirement can be waived if:

- The vendor's staff qualifications clearly exceed those listed as minimum requirements.
- The vendor has successfully completed a pilot project in a related classification.

The determination of whether these criteria are met, and whether to waive the pilot project requirement, are at the discretion of the Michigan Department of Transportation (MDOT) prequalification classification reviewer and Contract Services Division.

Documented justification for waiving the pilot project requirement must be provided to Contract Services Division by the MDOT prequalification classification reviewer.

### Pilot Project

Contract Administrator and Tracking System (CATS) will denote the prequalification status for the specific classification as "provisional". If a vendor is selected to perform a pilot project, then the status will be changed from "provisional" to "pending".

A vendor may have only one (1) pilot project underway per classification, whether or not there is continuous activity on that project. The prequalification status will remain "pending" until a performance evaluation of the vendor's work is completed.

A vendor may have pilot projects underway in no more than three (3) classifications at any one time.

The vendor can be either a prime or a sub during performance of the pilot project in a specific prequalification classification. If the pilot project requires other prequalification classifications, but the prime is neither prequalified nor in provisional status for them,

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then the prime vendor must utilize a prequalified sub vendor to perform that portion of the services. The sub vendor may not be in provisional status for the subject classifications. Only one provisional vendor may be involved in any one project, whether they are the prime vendor or sub vendor.

If the pilot project is delayed due to circumstances beyond the control of the vendor, regardless of how much of the work has already been completed, the MDOT project manager and the vendor may agree to cancel the authorization for that work, thereby making the vendor eligible for selection for a different pilot project for that classification.

Provisional status is not a guarantee of selection for work. MDOT is under no obligation to ensure selection of a vendor for a pilot project. If a vendor is granted provisional status, and has not performed work in the classification within three (3) years, the vendor's provisional status will lapse. If a lapse has occurred, and the vendor wishes to become prequalified, then the vendor must submit new information for those classifications in which the provisional status lapsed.

### Interim Evaluation of the Pilot Project Services

In the event that services on the pilot project extend more than one (1) year, including a delay due to circumstances beyond the vendor's control, and the vendor has completed more than 60 percent of the services directly related to the applicable classification as determined by the MDOT project manager, an interim evaluation may be completed and may be used for determination of acceptable performance for purposes of completing provisional status requirements. The MDOT project manager, the MDOT prequalification classification reviewer, and Contract Services Division will make this determination and will provide written justification for the decision.

An interim evaluation is to be completed immediately if performance issues arise to allow the vendor an opportunity for improvement, or at any other time deemed appropriate by the MDOT project manager.

Evaluations for pilot projects may be appealed only at the first tier of the evaluation appeal process.

### Completion of the Pilot Project Services

The performance evaluation must be completed in accordance with the performance evaluation process requirements.

The vendor will be in provisional status until the pilot project is completed and a performance evaluation provides documentation of acceptable performance. Acceptable performance is as defined by the Performance Evaluation Team.

Upon acceptable performance of the services on the pilot project, the vendor will be prequalified in that classification. Otherwise, the vendor is denied prequalification and must wait to reapply in accordance with the prequalification process requirements.

If the vendor provides unacceptable performance on a pilot project, they will be unable to request prequalification in that work classification for two (2) years.

If the vendor provides unacceptable performance on a second pilot project in the same work classification within five (5) years of the first unacceptable pilot project, they will be unable to request prequalification in that classification for a minimum of five (5) years from the date of the second poor performance evaluation.

Modified and Post Final Evaluations

If an interim evaluation was the basis for approving a vendor's prequalification in a classification, and information obtained after submittal of that interim evaluation would have changed the ratings, a modified evaluation may be completed.

A post final evaluation may be completed as a result of information obtained after submittal of the original final evaluation. For example, if information learned during construction changes the ratings that a vendor would have been given for design work, a post final evaluation is to be completed.

Modified and post final evaluations for pilot projects may be appealed only at the first tier of the evaluation appeal process.

If prequalification status was approved based upon the original evaluation, but would not have been approved based on the modified or post final evaluation, the prequalification approval can be revoked. In addition, any services that were assigned to the vendor while they were inappropriately prequalified can be terminated at the discretion of MDOT.

### Pilot Project Guidelines per Prequalification Classification

This table specifies whether a pilot project is required for a particular prequalification classification after the other minimum requirements for that classification have been met. Pilot projects are not to exceed the maximum estimated costs and durations specified for that classification. Some classifications require prequalification in other classifications prior to performing a pilot project. For example, a vendor must be prequalified in Short & Medium Span Bridges before they will be allowed to perform services in Complex Bridges.

<b>Prequalification Classification</b>	<b>Pilot Project Required?</b>	<b>Maximum Estimated Cost of Service</b>	<b>Maximum Estimated Duration of Service</b>	<b>Prior Prequalification Approvals Required</b>
Archeology - Historic Archeology	N	5,000	1 year	None
Archeology - Prehistoric Archeology	N	5,000	1 year	None
Planning Surveys – Reconnaissance/Intensive Level Survey	N	5,000	1 year	None
Assessments - Wetland Assessment	N	5,000	1 year	None
Assessments -Botanical and Endangered Plant Assessment	N	5,000	1 year	None
Assessments - Wildlife and Endangered Species Assessment	N	5,000	1 year	None
Modeling & GIS - Geographic Information Systems	N	5,000	1 year	None
Noise Assessment/Abatement	N	5,000	1 year	None
Environmental Assessment and Impact Statements – Surface Transportation	N	5,000	1 year	None
Real Estate - Subsurface Utility Engineering				
Real Estate - Utility Coordination				
T & S - Maintaining Traffic Plans & Provisions				
T & S - Pavement Marking Plans				
T & S - Permanent Freeway Traffic Signing Plans				
T & S - Permanent Non-Freeway Traffic Signing Plans				

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<b>Prequalification Classification</b>	<b>Pilot Project Required?</b>	<b>Maximum Estimated Cost of Service</b>	<b>Maximum Estimated Duration of Service</b>	<b>Prior Prequalification Approvals Required</b>
T & S - Safety Studies				
T & S - Traffic Operations Studies				
T & S - Traffic Signal Design	Y	\$7,500	6 Months	Traffic Signal Design sub-unit
T & S - Traffic Signal Operations	Y	\$125,000	1 Year	
Structure Design - Short & Medium Span Bridges	Y	\$150,000	N/A	N/A
Structure Design - Complex Bridges	Y	N/A	N/A	Short & Medium Span Bridges
Structure Design - Railroad Bridges	Y	N/A	N/A	Complex Bridges
Structure Design - Moveable Span Bridges	Y	N/A	N/A	N/A
Structure Design - Specialty Walls/Slopes	Y	N/A	N/A	N/A
Road Design - Roads and Streets				
Road Design - Roadway Rehabilitation				
Road Design -Rural Freeways				
Road Design - Complex Urban Freeways				
Utilities Design - Municipal Utilities	N	\$35,000	9 months	None
Utilities Design - Hydraulics/Hydrology Studies	N	\$30,000	1 year	None
Utilities Design - Freeway Lighting	N	\$45,000	10 months	None
Utilities Design - Pump Station Design	N	\$35,000	10 months	None
Roadside Development - Project Development Studies				
Roadside Development - Landscape Architecture				
Roadside Development - Architecture				
Roadside Development - Wetland Design				
Surveying - Right-of-Way Surveys				
Surveying - Road Design Surveys				
Surveying - Bridge Surveys				

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<b>Prequalification Classification</b>	<b>Pilot Project Required?</b>	<b>Maximum Estimated Cost of Service</b>	<b>Maximum Estimated Duration of Service</b>	<b>Prior Prequalification Approvals Required</b>
Surveying - Hydraulic Surveys				
Surveying – Photogrammetry				
Surveying - Ground Control Surveys				
Geoenvironmental - Asbestos Investigations				
Geoenvironmental – Remediation				
Geoenvironmental - Removal of UST's				
Geoenvironmental - Site Investigation				
Geotechnical - Geotechnical Engineering Services				
CE – Bituminous Construction Engineering				
CE - Bridge Rehabilitation Construction Engineering				
CE - New Bridge Construction Engineering				
CE - Portland Cement Concrete Construction Eng.				
CE - Capital Preventative Maintenance				
I & T - Aggregate Inspection & Testing				
I & T - Bituminous Inspection & Testing				
I & T - Density Inspection & Testing				
I & T - Portland Cement Concrete Inspection & Testing				
I & T - Construction Layout				
Bridge Insp & Scoping - Bridge Painting Inspection				
Bridge Insp & Scoping - Bridge Project Scoping				
Bridge Insp & Scoping - Bridge Safety Inspection				
Bridge Insp & Scoping - Underwater Bridge Inspection				